



Manager's Report

For Council Meeting 1/8/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Chico's	241 Ft Evans Rd NE #1101	Retail - Clothing
Draper & Goldberg, PLLC	750 Miller Dr SE #C-1	Law Firm
Fleet Management Solutions	835 Catoctin Cr	Management
Griffin Group	38 Phillips Dr	Consulting
Meauxsoft	920 Santmyer Dr SE	Software Consulting
National Benefit Services	1101 Huntmaster Terr #102	Employee Benefits
NC Furniture Direct	2216 Dunmore Ct NC	Itinerant Vendor
New World Apps Inc	107 Royal St SW	Information Tech
Next Day Blinds	200 Ft Evans Rd NE	Retail - Blinds
Stellar Management	204 Country Club Dr SW	Promotional Events
Tuscarora Title Corporation	750 Miller Dr SE #B-1	Title Company

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Angelia Alford	Zoning Inspector	Planning & Zoning
Dona Wolf	Human Resources Director	Human Resources

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Mark Koppenhaver	Senior Engineer – Plan Review	Engineering

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period December 6, 2001- January 2, 2002

- Ordinance Amendment, Ongoing, Zoning,
- Downtown Leesburg, In the 21st Century, Planning and Economic Development, Ongoing
- RFP for a downtown Consultant Nick A. Colonna and Marantha Edwards
- Stowers Section 1, Lot 65 and 66 Boundary Line Adjustment, Nick A. Colonna
- Stowers Section 1, Lot 65 and 66 Boundary Line Adjustment Deed, Nick A. Colonna

- The Hamlet at Leesburg Offsite Easement Plat, Nick A. Colonna
- Tires Plus Special Exception, Development Assistance Team (DAT), and Construction of an Auto Service Plaza.
- Burger King, Revisions to the Site Plan for additional dumpster, Delane Parks
- Potomac Station Section 10, Construction Plans For 155 Single family homes, Delane Parks
- Stratford Ryland/ Hope Parkway, Constriction Drawings, Road Improvements, John Johnston
- Stowers Section 2, Rough Grading Plan, Nick A. Colonna
- Fort Evans Center, Preliminary Development Plan for two department stores, Nick A. Colonna,
- Leesburg Baptist Church, Final Development Plan for office expansion, Delane Parks
- Potomac Crossing Battlefield Parkway, Road Improvement Plan, John Johnston

Plans reviewed during the period December 6, 2001-January 2, 2002

- Potomac Crossing Section 10, Recreation Area John Johnston
- Leesburg Office Building, Final Development Plan, Construction of a 39,000 square foot building.
- Middleburg Bank, Construction Drawings, Nick A. Colonna
- Hampton Inn Final Plat, Subdivision of parcel into two lots, Approved, Nick A. Colonna
- Turner Wilson, Preliminary Plat, Construction of 12 single family homes, Conditionally Approved, Nick A. Colonna,
- Georgetown Mews, Construction Drawings, Nick A. Colonna
- Exeter Hills, Section 4, lots 10 and 11, Boundary Line Adjustment, Approved, Nick A. Colonna
- Exeter Hills Section 6B, Final Plat, Approved, Nick A. Colonna
- McKinley Office Building, Preliminary Development Plan, Delane Parks
- Turner Wilson, Preliminary/ Final Development Plan, Conditional Approval, Forwarded to Planning Commission Meeting of November 15, Nick Colonna
- Edwards landing Phase 4, Construction Drawings, Construction of 112 town Homes

Comprehensive Planning**Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Scheduled for preview at Planning Commission 1/17/02.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Scheduled for preview at Planning Commission 1/17/02.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, For a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Applicant is making revisions to plans, therefore, public meeting dates are still to be determined.

SE 2001-05: Jerry's Chevrolet/Oldsobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Public hearing held 12/6/01 before Planning Commission resulted in vote on 12/20/01 to recommend approval with conditions to Town Council. Scheduled for a pre-public hearing preview 1/7/02.

SE 2001-08: Leesburg Station Auto Wash, on Catoctin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Scheduled for preview at Planning Commission 1/3/02 and public hearing at Planning Commission 1/17/02.

Rezoning

Stratford: Reactivation of ZM #159 to study and revise the commercial section of the concept plan. No meetings scheduled yet for this case.

Hawkins: No meetings scheduled yet for this case, as working with applicant on several issues.

Stratford: Proffer Amendment of ZM #116 – Ameriton Properties, Inc., to increase the allowed building height from 45 feet to 52 feet. No meetings scheduled yet for this case.

ZONING PERMITS 01-1635- 1735**NEW CONSTRUCTION RESIDENTIAL**

POTOMAC STATION 7 SFD @ \$105,000
KINCAID FOREST 7 SFD @ \$100,000
EXETER HILLS 15 SFD @ \$100,000
TAVISTOCK FARM 5 SFA @ \$55,000
DRYMILL 1 SFD @ \$230,000

NEW CONSTRUCTION COMMERCIAL

742 Miller Drive SE Interior wall & door Cornerstone Chapel \$2,500.00
111 South Street – pave parking lot
1019 Edwards Ferry Road – Tenant Fit-up Battlefield Shopping Ctr. \$300,000
1 East Market Street Re-roof Leesburg Today \$30,419

OCCUPANCY PERMITS RESIDENTIAL

POTOMAC STATION 31-SFD
WOODLEA MANER 2- SFD
KINCAID FOREST 4- SFD
EVERGREEN MEADOWS 5-SFD
BEAUREGARD HEIGHTS 2-SFD
TAVISTOCK FARMS 4-SFA
EDWARDS LANDING 6 -SFA

OCCUPANCY PERMITS COMMERCIAL

101 BLUESEAL DRIVE SE SUITE 100 CHAMBER OF COMMERCE/LEESBURG
101 OAKCREST MANOR DRIVE NE ST JOHN THE APOSTLE CHURCH
835 LEE AVE SW DOMINION ACADEMY/LEESBURG BAPTIST CHURCH

OCCUPANCY PERMITS COMMERCIAL

241 Ft Evans Road

WATER & SEWER ADMINISTRATION**Water & Sewer Administration**

During this time frame 54 work orders were processed for meter set requests and 70 Public Facility Permits were issued totaling \$649,992.00.

Capital Projects Update

- Cardinal Park Sewer Project is expected to begin on Cardinal Park Drive by the middle of the month of January.
- Water Storage Tank Siting project has begun. The first stage of the project involves the calibration of the water model.
- Reviewed several construction plans for water and sewer extensions and processed several water and sewer model requests.
- Evergreen Mill Sewer Project preliminary report has been received and is currently under review.

Water Supply Division**Training**

Congratulation to Gary Yoho for successfully passing his Class IV Water Operator's exam.

Capital Projects Update**Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing punch list item work
The Engineer continues to perform control system configuration.

WTP Expansion Project Status

Dollar value complete 99.8% Time Elapsed 160%.
The contractor continues to be approximately 364 days behind schedule.
Substantial completion was granted to the contractor on September 5, 2001. Approximately \$338,300.00 has been withheld by the town for liquidated damages.

Utility Lines Division**Training**

Safety meetings were held to cover Book 11 (Bldg. Safety) and Book 12 (Mechanical Safety).

TOWN OF LEESBURG

Full-time positions being recruited as of January 4, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Sr Engineer – Plan Review	11/30/01	√	√				
	1	Sr Engineer – Plan Review	12/14/01	√	√				
	1	Sr Engineer – Cap Proj	10/23/01	√	√				
	1	Construction Inspector	1/1/02	√	√				
	1	Construction Inspector	1/1/02	√	√				
	1	Administrative Associate II	9/4/01	√	√	√	√		
P&Z	1	Director of P&Z	8/4/01	√	√				
Police	1	Communications Tech I	8/1/01	√	√	√	√	√	√
	1	Police Officer/Criminal	11/16/01	√	√				
	1	Police Officer/Special Serv	10/10/01	√	√				
	1	Police Officer/Patrol	9/14/01	√	√				
Water Plant	1	Utility Plant Operator	1/1/02	√	√	√	√	√	
TOTAL	14								

R.S. Noe